

ATTENDANCE

1. Attendance in class is necessary for students to get the most out of their educational opportunity. Without regular attendance it is impossible for students to do their best work.
2. State law requires that students under sixteen years old attend school unless they are ill or have been excused.
3. Excused absences shall be those caused by illness, injury, emergency, or granted in advance by the principal for reasons of family or individual need. Instructors will give assistance to those students who need help as a result of excused absences.
4. Parents are asked to call the High School when their children have been or are expected to be absent. If this is not done, the parent will be called when possible, or otherwise notified of the absence. Written excuses will be accepted in certain cases. Students 18 years or older may provide their own excuse notices (Buckley Amendment Clause).
5. An absence will be unexcused after a period of 2 days if an excuse is not called in.
6. A reason for all absences must be declared.
7. The responsibility for making up missed lessons rests with the student, not the teacher. All work is to be made up for credit.
8. A student will be allowed ten (10) absences per semester, and on the eleventh absence, will be subject to loss of credit for the class. Notification of absences will be sent to the parents on the 5th, the 10th, and the 11th absence.
9. Students attending school events or participating in school events will be considered present for that class.
10. Out-of-school suspension cannot count as the eleventh day and therefore force a no credit on the student.
11. The Principal may grant exemption for the 10 day limit for very unusual situations or for medical reasons. A written note from a medical doctor may be requested by the principal. The student must appeal in writing to the Principal within 10 school days of the time the student reaches the no credit status. The principal shall notify the student of the time and place of the appeal hearing in not less than three days (school days) prior to the hearing and shall notify the student of his rights to present evidence and testimony on his behalf and to be accompanied by his/her parents and/or counsel if he/she desires. The appeals committee, consisting of the principal, counselor, and 3 classroom teachers, shall issue its decision in writing within 5 days from the date of the hearing.
12. The student may appeal the appeals committee's decision to the School Board by written notice to the Superintendent within five (5) days of the issuance of the appeals committee's decision. The student shall receive three (3) days notice of the time and place of his/her hearing. At such hearing, the student may be accompanied by parents and/or counsel and shall be allowed to present testimony, witnesses and evidence on his/her behalf.

13. In the event that an appeal is filed with the Board of Education, the Principal shall notify the teacher(s) of the course(s) for which the student is being denied credit. Teacher(s) shall then prepare and present to the School Board a subjective evaluation of the student in the class(es) for which denial of credit is being considered.
14. The School Board's decision will be final.
15. In-school suspension will not count as an absence.

16. The teacher's record book is the record of attendance. Teachers will keep official records of attendance up to date.

Tardiness:

Excessive tardiness can be a serious problem at Tioga High School and cannot be left unchecked. The following policy applies regarding tardiness.

1. When tardy, students should stop at the office and pick up a tardy slip. A teacher may also issue the tardy via Power School. **However**, notification **must** be given by the teacher to the student and the office.
2. Tardies are not excused or unexcused.
3. **There will be 4 free tardies for the entire year**, after these are used students must serve detention for every tardy thereafter.
4. After six (6) tardies in one class, the student can be suspended for up to two (2) days from all school activities and classes, again evaluating the circumstances of each student.

Unexcused Absence Penalties:

1. Parents will be notified, if possible, by written or verbal contact for all unexcused absences.
2. After the third unexcused absence, the student can be suspended from school for three days.

Semester Tests and Exemptions:

Affects only grades 9–12. All 7th & 8th grade students must take semester tests.

1. Semester tests over classroom material for the previous 18 weeks of school will be given in all classes.
2. Semester tests will count 1/7 of the semester grade.
3. Semester test grades will be placed on the student's report card. Tests will be handed in to the principal and kept on file along with the instructor's grade book for a period of one year.
4. Any student having an "A" average in a class shall be exempt from writing the semester test.
5. Students have to take at least two semester tests in the content areas each semester.
6. Any student not having in excess of two excused absences in a class shall be exempt from writing the semester test.
7. The following absences shall not be counted in determining semester test exemption:
 - a. Absence due to participation in a school-sponsored activity.
 - b. There will be an additional allowance of five days for absence caused by the death in the immediate family (parent or guardian, sibling, grandparent) or hospitalization of the student.
8. Any student having earned a semester test exemption may elect to write the semester test for the purpose of improving his or her grade.
9. Parents may elect to have their child take semester tests.
10. Any student who is truant or suspended from school (includes both in-school and out-of-school suspension) will forfeit their semester test exemption status for those classes.

End of Tioga Public School District #15 FFB Policy.....Reviewed/Revised: May 16, 2016